

RULES & REGULATIONS FOR THE DOWNTOWN RECREATION CENTER MEETING AND PARTY ROOM RENTAL

GENERAL:

The Downtown Recreation Center is a Non-Smoking City facility. NO ALCOHOL OR LIVE MUSIC is permitted at this facility.

Facility Hours: Monday – Friday, 8:00 a.m. – 6:00 p.m. Summer Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Rental Hours: Sunday- Friday, 8:00 a.m.-10:00 p.m.; Saturday, 8:00 a.m. - 11:00 p.m.

Closed on Holidays

PREPARATION TIME: Allows for delivery, caterer, and those decorating to enter the facility prior to guest arrival.

EVENT TIME: Upon arrival of guests, event time shall begin and continue through contracted hours.

CLEAN-UP TIME: Clean-up time is a minimum of one half hour following the departure of guests from the facility. All personal and rental items must be removed from the facility. WE DO NOT PROVIDE STORAGE.

DECORATING: No objects are to be suspended, attached or affixed to ceilings, walls, hard surface or carpeted floors. No tape, tacks or pins are to be used on facility property or furnishings. NO CANDLES, CONFETTI, GLITTER, RICE OR BIRDSEED are allowed in or around the facility. It is suggested that the patron concentrate on table decorations and portable room decorations only. **Initials:** _____

CLEAN-UP: The PATRON is responsible for wiping spills from tables, chairs, walls, carpet; removal of trash can liners to outside dumpsters; removing large pieces of trash, balloons, etc. from the tile. Cleanup may include vacuuming and/or mopping and removing debris from furniture. Rental deposit may be retained for insufficient clean-up, carpet spots/stains, dirty tables, damage to walls, doors or windows.

CONTRACTED TIME: Is the total of preparation time, event time and clean-up time. **Initials:** _____

PARKING: There is absolutely no loading, unloading, or parking in any area other than marked parking stalls. Vehicles can not be left in parking lot over night CMMC: Sec 12-18; 12-23; 12-26 **Initials:** _____

RENTAL DEPOSITS: All rental deposits are in addition to rental fees and are refundable after the rental, provided patron is out of the facility on time, clean up has been done properly and there has been no damage to facility and furnishings. If any of the above requirements have not been met, an appropriate amount of the rental deposit will be retained. Any group using the Downtown Recreation Center will be invoiced any additional cost over the deposited amount, for loss or damage to equipment. **Initials:** _____

A check from the City of Costa Mesa Finance Department will be mailed to the patron's address approximately three (3) weeks following the event.

NOTICE OF CANCELLATION/TRANSFER AND FEE INCREASES: All cancellations must be made in writing for a rental refund consideration. Refunds are subject to a \$20 CANCELLATION FEE. Cancellation requests made less than TEN (10) business days prior to the event shall result in forfeiture of rental deposit. All facility rental fees are subject to change. A \$20 TRANSFER FEE will be charged to move a scheduled date, subject to availability. **Initial:** _____

The City reserves the right of cancellation with NINETY (90) day notice. If a cancellation is necessary, notice will be given as far in advance as possible, but not less than ninety days, barring unforeseen emergency or act of nature. Cancellation by the City will result in a full-refund. The City reserves the right to increase fees. **Initial** _____

Alcohol and live music is prohibited at all events. **Initial:** _____

ACKNOWLEDGEMENT:

I have received the following documents: copy of contract; general rules/regulations for facility; fees applicable for reservation. **Initial** _____

WAIVER:

I, the undersigned, do hereby agree to indemnify and hold harmless the City of Costa Mesa, and any of their officers, agents, or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the facility as set forth by the City of Costa Mesa. Said patron will accept all responsibility for any damage to premises, furniture, equipment, or grounds resulting from use of facility.

I HAVE READ AND AGREE TO ALL THE RULES, POLICIES AND REGULATIONS FOR THE DOWNTOWN RECREATION CENTER.

Please print name (patron making reservation): _____

Please sign name (patron making reservation): _____

Date: _____

Approved: _____
By DRC staff: _____

Date: _____

To be completed by staff working event.

Prep Time:	_____	Initial	_____
Event Time:	_____	Initial	_____
Clean-up Time:	_____	Initial	_____

Permit # _____ Projected Attendance: _____